



STATE OF CONNECTICUT



DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION JOB OPPORTUNITY SUBSTITUTE CUSTODIAN WINDHAM TECHNICAL HIGH SCHOOL

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE](#)

Open To: The Public
Location: 210 Birch Street, Willimantic, CT 06226
Hours: As needed - Substitute
Salary: \$15.11 Per Hour
Closing Date: January 2, 2014
Posting #: 62893

EXAMPLE OF DUTIES:

Performs custodial tasks and maintenance of areas such as classrooms, offices, auditoriums, kitchens, dining rooms and lavatories, areas outside the building (trash pick-up, etc); dusts, mops, sweeps, scrubs, strips waxes, polishes including glass, windows, woodwork, walls, furniture and metal equipment; assists with snow removal, shoveling, etc; collects and disposes of trash, reports need for repairs, performs minor maintenance, runs errands, change light bulbs and replaces fuses; inspects buildings for damage and reports to supervisor; moves furniture and/or set up classrooms; performs related duties as required.

GENERAL EXPERIENCE:

Some oral and written communication skills; some interpersonal skills, including the ability to work with students; ability to follow oral and written instructions; ability to learn policies and procedures; ability to operate, care for, and perform minor maintenance on equipment used in daily work; ability to work independently; some ability in simple record keeping and preparing reports.

PREFERRED EXPERIENCE:

The preferred candidate has experience performing custodial work in a school or other large building.

SPECIAL REQUIREMENT:

The appointing authority may require possession of an appropriate current license or permit during employment in this class.

PHYSICAL REQUIREMENT:

Incumbents must have adequate physical strength, stamina, physical agility and auditory acuity and must maintain such physical fitness as to be able to perform the duties. Incumbents may be required to lift moderate to heavy weights.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS:

In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position. **All documents must be received by close of business on the closing date in order to be considered for an interview.**

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Three pertinent professional references to:

Windham Technical High School
210 Birch Street
Willimantic, CT 06226
ATTN: Gina Lajoie, Business Manager
TEL: (860) 456-3879
FAX: (860) 450-0630
E-MAIL: Gina.Lajoie@ct.gov

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2101
Levy.Gillespie@ct.gov
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
860-807-2220
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts 02109-3921
617-289-0111
fax number 617-289-0150
TTY/TDD 877-521-2172
(Matters related to race, color, national origin, age, sex and/or disability)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER